

Minutes of Land Use, Parks and Environment Committee
Tuesday, August 18, 2009

Chair Fritz Ruf called the meeting to order at 8:32 a.m. and led the Committee in the Pledge of Allegiance.

Committee Present: Supervisors Fritz Ruf (Chair), James Jeskewitz, Walter Kolb, Janel Brandtjen, Gilbert Yerke. **Absent:** Supervisors Ted Rolfs, Rob Hutton.

Also Present: Chief of Staff Mark Mader, Legislative Associate Karen Phillips, Parks System Manager Duane Grimm, Parks and Land Use Director Dale Shaver.

Correspondence

- Letter from citizen Ron Rydberg and response from Park System Manager Duane Grimm regarding the Minooka Park Green Trail conditions.

Approve Minutes of July 21, 2009

MOTION: Jeskewitz moved, second by Brandtjen, to approve the minutes of August 18, 2009.
Motion carried: 5-0.

Executive Committee Report of August 17, 2009

Ruf reviewed the items discussed at the Executive Committee meeting:

- Discussion of Parks and Land Use / Public Works Coordination
- Update on UW-Extension Programs and Budget
- Update on Waukesha County Federated Library System (WCFLS) Programs and Budget
- Appointments (2)
- Presentation by Bill Mitchell, Waukesha County Economic Development Corporation
- Planning and Policy Advisory Committee report

Future Meeting Date

- September 15, 2009

Meeting Approvals

Yerke requested approval to attend the Southeast Area Land & Conservation Association summer tour on September 17, 2009.

MOTION: Brandtjen moved, second by Kolb, to approve attendance to the Southeast Area Land & Conservation Association summer tour. Motion carried 5-0.

Discuss and Consider Ordinance 164-O-037: Release of Reservation Providing Access to Waukesha County Lands PWT 0923999001

Grimm covered the ownership background of the properties involved, located in the City of Pewaukee. Mr. Plautz purchased his property in 2002. Waukesha County acquired the Houghland property in 2003 for the Pewaukee River Greenway. It was thought that the right-of-way reservation on the Plautz property assigned to the Waukesha County (former Houghland property) had been dissolved when Valley View Road was put in. Plautz has plans to build a garage on the reserved portion of his property, and during the process of obtaining the required permits, discovered that the right-of-way reservation had not been released.

Mader asked for clarification on whether any financial compensation would be involved. Grimm replied there would not be any financial component involved in the release of this reservation. He said that when Waukesha County acquired this property in 2003, the existence of the right-of-way reservation was not noted anywhere in the paperwork. Grimm explained there are several other access points to the Waukesha County property, from the North, West and South; therefore, the property would not be adversely impacted

if the right-of-way reservation is released. Shaver added that having the right-of-way reservation does not add any value to the Waukesha County property.

Kolb moved, second by Jeskewitz, to approve Ordinance 164-O-037. Motion carried 5-0.

Grimm noted that a Waukesha County press release went out on August 17, 2009, announcing the Waukesha County - Nashotah Park Dog Exercise Area Grand Opening on September 9.

Discuss Parks and Land Use and Public Works Coordination

Shaver reviewed the original objective included in the 2009 budgets of the Departments of Public Works and Parks and Land Use, which directed the exploration of efficiencies and service enhancements that could be gained by possibly cross-training staff for improved service delivery. Shaver explained that eight internal working groups were formed to analyze efficiencies and service enhancements between the two Departments. The groups met between March and June 2009.

Shaver said that the workgroup meetings presented the opportunity for staff to articulate their thought processes, ideas and suggestions in their own specialized areas. The goal is to collaborate efficiencies through communication and coordination of activities the two departments do on a daily basis. There were a total of about 50 recommendations that will be presented to the County Executive. Shaver presented the highlights of the key outcomes and general themes of those recommendations.

Property Acquisition and Evaluation: Proposed demolition projects will be grouped for bidding purposes. Property acquisitions and sale processes will be coordinated to ensure tracking in GIS.

Facility Construction and Deconstruction: Shaver explained that a multi-disciplinary team, consisting of Public Works and Department of Land Use staff, will be formed to oversee the design and construction of larger County buildings in order to increase energy efficiency, reduce environmental impact and reduce on-going operational and maintenance costs. They will explore opportunities for base bids involving multiple construction and design projects.

Administrative Support: Shaver explained that efforts will be made to improve on efficiencies in the various time reporting systems in the Departments, including evaluations of automated systems used with current processes and integration of reporting associated with projects, grants and work order systems, in order to significantly reduce staff time associated with reporting. There will also be efforts in cross-training office support staff to assist the other department during extended vacancies.

Snow Removal, Grounds Maintenance and Highway Mowing: Shaver discussed the analysis of the existing snow removal equipment in relation to how often they are used. The analysis would focus on ways to reduce the size of the equipment utilized for regular storm event clearing and cooperatively using larger Public Works equipment for the significant, more infrequent storms. They will also analyze opportunities to expand the use of brine systems for snow management at County buildings, with priority given to the 24/7 operations and locations impacted by ice without snow accumulation.

Facilities Management: Shaver discussed the coordinating the implementation of priority projects identified in the Energy Efficiency and Conservation Block Grant to reduce energy use. Routine maintenance items can be centralized in one division and all management, expenses and reporting consolidated. The use of janitorial supplies could be standardized for purchasing efficiencies and inventory reduction. Shaver also discussed acquiring an asset management system for use by both Departments.

Kolb commended Shaver and staff for all of their cost saving efforts. Brandtjen suggested considering the purchase of higher level of product for the long-term benefit (i.e. roofing replacement/shingle quality).

Central Fleet and Signage: Shaver stated that the use of snow removal and mowing equipment would be analyzed to maximize operational hours. The County fuel tank plan would be analyzed to develop a replacement plan and evaluate opportunities to consolidate tanks with other County or municipal fuel centers to reduce liabilities and costs associated with fuel centers.

Shaver also discussed the concept of eliminating the cross-charging for services within the Departments.

Pavement Management: There will be a continued coordination of the use of the "Paver" system for pavement condition analysis, including jointly bidding multi-year contracts and annual pavement condition analysis.

In response to Jeskewitz's inquiry, Shaver stated that he, Allison Bussler, Tom Farley and Risk Management are have been discussing the pros and cons of having Huber inmates perform some work services/ground maintenance for the County.

Bridge Inspections and Storm Water Facilities: Shaver discussed the continued use of the Parks and Land Use - Land Resources Division to review storm water plans on all County sponsored construction projects to ensure ongoing compliance with water quality standards.

In closing, Shaver stated that the analysis did not reveal any significant cost savings by the merger of the two Departments. However, the analysis did identify a number of opportunities for potential cost savings, efficiencies and enhanced service deliveries.

Brandtjen asked how this coordinated effort would continue long term. Shaver said that he, as well as Allison Bussler, are very motivated to continue with these cost saving efforts without merging the Departments. Shaver explained that the significant elements identified in the analysis would be drawn into the 2010 Budget Objectives. Brandtjen requested that Shaver report back periodically to update the Committee on the progress of fulfilling these objectives.

Brandtjen inquired whether there is any incentive or reward/compensation for employees who come up with ideas for significant cost saving measures. Shaver stated the pay for performance award system is one method utilized for that purpose. Shaver specifically recognized Charlie Shaw, one of the Parks supervisors, as an exemplary employee who continually finds significant ways of saving money for the County.

Yerke asked about the replacement of the Public Works Director. Shaver stated they would adhere to the 6 month timeline limit for the interim Public Works Director; Vrakas will be looking into filling the position in the near future.

In closing, Ruf complemented the County staff and the County Board for cooperatively working together in its accomplishing goals. He thanked Shaver for his informative presentation.

MOTION: Jeskewitz moved, second by Yerke, to adjourn at 10:20 a.m. Motion carried: 5-0.

Respectfully submitted,

Jim Jeskewitz,
Secretary